



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 16th November 2021, 6pm, Tavistock Primary and Nursery School

Please note: This meeting is open to the public. Meeting dates are published in the school newsletter and on the website. If you would like to attend please notify the Clerk to the Governors.

CHAired BY: Darren Newland	DN	CLERKED BY: Karen Wright	KWr
PRESENT: Heather Alexander (HA), Tim Bonney (TB), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Mike Smith (MS), Karen Wright (KWr)			
APOLOGIES: Liz Beckett (LB), Ben Chilcott (BC), Kirsten Wake (KW)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG21/22_22	<u>Apologies for absence</u> Apologies were accepted from LB (personal commitment), KW (sick leave).	DECISION
FG21/22_23	<u>Business/Pecuniary Interest Register</u> None declared.	

Item Ref.	Minutes	Action
FG21/22_24	<p><u>Vision – Where are we now?</u></p> <p><u>Minutes of the last meeting</u> Minutes of FGB meeting on 19th October 2021 were approved and signed.</p> <p><u>Actions of the last meetings:</u> <u>22nd July 2021</u> <u>FG20/21_68</u></p> <ul style="list-style-type: none"> - Review of Strategic Plan: Q1 – Academy documentation has been published on eschools. <p><u>14th September 2021</u> <u>FG21/22_08</u></p> <ul style="list-style-type: none"> - Change to the name of First and Second Committees. Governors agreed to keep the existing names. - Code of Conduct has been amended. Signed by DN. - Linking the staff training to SSIP – HA has actioned. <p><u>FG21/22_12</u></p> <ul style="list-style-type: none"> - DN to contact Karen Powell regarding HT Recruitment. Ongoing. <p><u>Additional Business</u> Reading Lead has yet to be decided.</p> <p><u>19th October 2021</u> <u>FG21/22_18</u></p> <ul style="list-style-type: none"> - Supporting children at school with medical needs – Revision to be presented to governors. - Safeguarding training details to be sent to NN, TB and MS. - Governors approved the Admissions Policy. - Staff Leave Policy – no amendments needed. Governors approved. - Staff Absence Reporting Policy – Wolfstans Policy not robust. DCC policy can not currently be accessed as we do not purchase their HR services. Quote to be obtained. <p><u>FG21/22_20</u></p> <ul style="list-style-type: none"> - James Bowles to attend January FGB meeting, to provide training on OneDrive. - KW to look at filing of EYFS Monitoring Reports. 	<p>DECISION</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED COMPLETED</p> <p>ONGOING</p> <p>ACTION LH</p> <p>ACTION LH</p> <p>ACTION KW DECISION DECISION ACTION KW</p> <p>c/f FGB Jan ACTION KW</p>
FG21/22_25	<p><u>Leadership</u></p> <ul style="list-style-type: none"> - Headteachers Report <p>Q1. Monitoring Form 8GEN (DN) A1. Some staff have done and some have not. 4 subject areas have been done. Good that spread out across the year. Teaching and Learning Monitoring forms of what they need to look at as a subject leader. Depends where they are in terms of their curriculum. Babcock has delivered two early reading and phonics sessions to teaching staff and some support staff. Reception children have started using this which has had a positive start. SIP page 4 Reading Introduced a book review in assembly. Each teacher in upper KS2 assembly has recommended a book to pupils and then the books are available for them to read. Conferencing reading across the school. Ensure that book chosen matches their ability. Reflect in displays around school. SIP Page 6 Subject leaders have time to address the needs of their curriculum maps. Expectation is detailed for that term. Check that vocabulary is embedded through the school. (LH)</p> <p>Q2. Monitoring Form 7GEN (MS) A2. Reading gap in year 1 for gds and expected. Extensive plan from progress meetings in Summer term</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>

Item Ref.	Minutes	Action
	<p>Reception parents phonics training – training in next two weeks TB agreed to attend.</p> <p>Will look at using tutoring income to focus on gaps reading and phonics</p> <p>Writing gap – need to learn reading and phonics before writing</p> <p>Disadvantaged children</p> <p>Assessment Reception children only emerging or expected. No longer exceeding available to be used.</p> <p>Discussed new ways of assessment – reception baseline will be a measure against year 6 results.</p> <p>Year 1 phonics – COVID gap from last year and gone back again. Data in now is where they are now not where they will be at the end of the year.</p> <p>Most impact good wave teaching – having impact at the moment</p> <p>Is vocabulary reviewed – vocabulary is built on throughout school. What is working and why red as working towards but not there yet. After discussion it was agreed that it would be changed to amber not red.</p> <p>SLT monitoring is being backed up by Monitoring visits with KS 1 – Mike want to teach deep not wide.</p> <p>Pat agreed should be wide and deep not scattered.</p> <p>LH shared advice from a colleague about governor visits doing class observations to validate the reports that are given at meetings.</p> <p>Nick correlation reason for absence between absence and COVID. LH reported that there were three children identified. Original absence reporting around covid didn't use the correct code which may have skewed the results.</p> <p>SEND end of 2020 had 4 EHCP's currently have 16. 2 further applications School has made and 1 parent application have all exceeded the timescale. Admissions team wrote reference 2 further EHCP children who have been home tutored being directed for school to take. This will give a total of 21.</p> <p>KWr advised that if these are all received that we need to look at Element 2 funding.</p> <p>SENDCo's time is being taken up by quantity of EHCPs and paperwork that this generates. Also 4 children on annexe R timetable. SENDCo set up nurture group 9-11am each morning. Modelling by SENDCo to TA's.</p> <p>HA reported that we have taken off day to day routine roles of SENDCo to give time. LH to write an email to 0-25 team and Governors to send a letter.</p> <p>Q3. Monitoring Form 9GEN (NN)</p> <p>A3. Early Years curriculum prime areas and specific. LH detailed the areas within.</p> <p>Neli – scheme volunteered for last year all teachers and TAs trained. This year returned to other programmes as deemed more effective.</p>	<p>ACTION LH</p> <p>ACTION KWr</p> <p>ACTION LH/G</p> <p>CHALLENGE</p>
FG21/22_26	<p><u>Business Management</u></p> <p>- SBM Report</p> <p>Verbal overview of submitted report given by KWr.</p>	

DATE OF NEXT MEETING: Tuesday 14th December 2021, Full Governing Board Meeting, 6pm, Tavistock Primary and Nursery School

These minutes are agreed

*Without amendment / with the following amendments (*please delete as appropriate):

Signed:

Dated: